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Approved For Release 2003/03/04 : CIA-RDP78-04914A000200140010-0

BOOK DISPATCH NO. 248

VIA: AIR

DATE _____

TO :

CONFIDENTIAL

FROM : Finance Division

SUBJECT: GENERAL - Administrative
SPECIFIC - Report of Available Cash

ACTION REQUIRED: (a) Adopt Revised Schedule of Cash Receipts and Disbursements (Form 588)
(b) Eliminate month-end currency cable, where appropriate

1. The reports of cash submitted by Class A Stations and Bases have been reviewed with an aim of reducing the workload on the field and of increasing the value of the reports in Headquarters. Currently, a certification of the monthly cash count is required by [] a Schedule of Cash on Hand is required by [] cabled information of the currencies on hand is required [] and a schedule of cash receipts and disbursements is required by a dispatch dated in November 1954 to each Class A Station.

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2. The proposed Revised Class A Accounting and Reporting Procedure - [] prescribes a Schedule of Cash Receipts and Disbursements in lieu of the reports enumerated in the preceding paragraph except the cabled information required by [] The revision in the Handbook in this respect has been approved and the forms printed, with a supply attached hereto.

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3. This dispatch is written to take advantage of the revised reporting prior to actual distribution of the Handbook, and to authorize, in certain instances, the submittal of a copy of the schedule in lieu of the cable report of currency balances required [] All stations and bases to which this dispatch is directed, effective with its receipt, are requested to report cash in accordance with the procedure below.

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Schedule of Cash Receipts and Cash Disbursements

(1) This schedule, designed to provide the data necessary for Headquarters' purposes with respect to monetary matters, shall be prepared from the cash on hand subsidiary ledgers.

(2) The information with respect to each type of funds for which the station is accountable shall be shown on this schedule in the columns identified as (a) through (e) on lines designated 1 - 14. If additional columns are required, a separate schedule shall be prepared and indicated as page 2.

(3) The total dollar equivalents must agree with the total of the cash on hand as shown on the Trial Balance and the Voucher Register and Control Journal.

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(4) As prescribed by organization [] it is required that a monthly physical count of cash be made jointly by two persons other than the custodian of the funds and that these individuals affix their signatures under a certificate stating that they have verified the cash balance by a physical count. This certification is provided for on this schedule and shall be completed by the persons making the cash count.

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(5) The original and one copy of this schedule will be submitted with the monthly report to Headquarters; the original attached to the original of the report and a copy attached to the copy of the report. In addition, in those instances wherein the schedule is prepared in sufficient time to enable pouching an advance copy, within three days after the close of the accounting period, an advance (third) copy may be utilized to advise Headquarters of currency balances in lieu of the month-end cable required by []. The advance copy should be forwarded by RYBAT [] dispatch addressed to Chief, Finance Division.

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4. It is particularly true, in the case of the Schedule of Cash Receipts and Cash Disbursements, that the value of financial reports is in direct relation to their timely receipt. Since the physical count and verification of cash is the first step taken at the end of an accounting period and the results are then reduced to writing, it is felt that the currency information, if pouches promptly, will be received in Headquarters in sufficient time to justify the elimination of the cabled information. We will of course advise you in the event the use of the cable again becomes necessary because advance copies of the schedule are not received in sufficient time to serve requirements for currency inventory information.

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Distribution:

3 - Field Station
2 - Operating Division
1 - TAS
1 - Finance Division; 1 - Audit Office
ED/LEB:nc (2 April 1957)

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